

KANNALAND MUNICIPALITY

FLEET MANAGEMENT POLICY



KANNALAND MUNICIPALITY FLEET MANAGEMENT POLICY

2014

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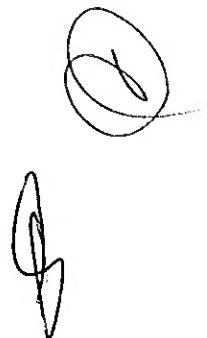
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MUNICIPAL FLEET MANAGEMENT POLICY AND OPERATIONAL MANUAL

Introduction:

1. This policy is intended to improve effective and efficient management of transport to improve delivery in the Municipality.
2. This policy entails operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys, equipment as well as the no smoking policy in the municipal vehicles.
3. The transport management system is included in the policy and consists of the key performance indicators which must be kept for each vehicle and also be calculated on the monthly fleet report form in order to form the management of departments monthly concerning transport management. Monthly fleet report should be compiled. .
4. The maintenance and Replacement Policy is included to ensure that vehicles are serviced and properly utilized to support the Council in the attainment of its objectives. Emphasis is placed on vehicle allocation according to the departmental needs.

2. OBJECTIVES OF THE POLICY:

- Is to co-ordinate the management of the Council transport by means of control measures which are applicable to all Departments, Division and Section of the Council's operations?
- To manage the use of credit cards while utilizing hired cars
- To prescribe requirements relating to the utilization and maintenance of such transport by employees.

3. SCOPE OF THIS POLICY

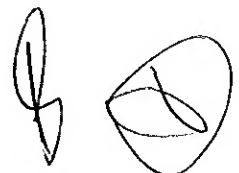
This policy is intended to cover:

the use of road transport within the Council

the use of vehicles owned by Council;

the use of vehicles owned by donor organizations;

the use of vehicles hired by the Council from companies in the private sector;



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When a vehicle is owned by the Council but managed by other organizations must be able to confirm to the satisfaction of the Council that its control systems are effective as the system contained in this policy. They must also be able to report against the Key Performance Indicators used by the Council under this Policy.

Except in the case employees who travel or are required to beyond the boundaries of Kannaland Municipality, this policy does not apply to the use of subsidized vehicles which will be subject to a separate policy document.

4. TRANSPORT MANAGEMENT STRUCTURE

Transport in the Council is a tool by which service is delivered and therefore management of this resource rests with the Municipal Manager.

The Council or the Municipal Manger as the case may be, shall appoint an employee who shall be designated as the Municipal Manager as the Municipal Fleet Officer for the purpose of controlling all vehicles in the ownership of the Council, allocating such vehicles to departments of the Municipality and generally performing such duties as are contained in this policy.

The Fleet Officer shall have a clear understanding of service delivery requirements. Possess numerical skills, be enthusiastic and preferable have prior experience of transport management.

The Municipal Fleet Officer shall perform other duties as may be required by the Municipal Manager from time to time.

Unless otherwise directed by the Council, the Municipal Fleet Officer shall be responsible to and shall report to the Municipal Manager

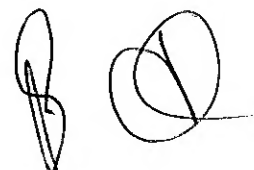
The Municipal Manager will be ultimate authority on the implementation of this policy and vehicle related matters of the Municipality.

Heads of departments will be held responsible for Management of vehicles utilized by their respective departments.

5. DUTIES OF MUNICIPAL FLEET OFFICER

The Duties of Municipal Fleet Officer shall include the following:

- (a) To maintain an inventory of all transport in the ownership or under the control of the Council;



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- (b) To attend the licensing of all transport of all transport in the ownership or under the control of the Council.
- (c) To allocate in consultation with Heads of departments sufficient transport to meet the operational requirements of departments;
- (d) To maintain all transport allocated to departments of the Municipality.
- (e) To monitor the insurance of all transport in the ownership or under control of the Municipality.
- (f) To monitor and make arrangements for the regular repairs and maintenance of transport of Council.
- (g) To monitor and ensure that log book are maintained in respect of all Transport in the ownership or under the control of the Municipality.
- (h) To procure and control the issue of fuel required by vehicles in the ownership under the control of the Municipality.
- (i) To recommend to Municipal Manager with respect to all vehicles that need to be disposed of and new vehicles that need to be purchased.
- (j) To attend the insurance claims on behalf of the Municipality in respect of the loss or damage to transport in the ownership or under the control of the Council.
- (k) To attend to accidents and other claims submitted against the Municipality arising out of damage to transport to the Municipality and/or injury to its employees.
- (l) To ensure that drivers are in possession of the required driving license;
- (m) To take such measures as are necessary and in consultation with the Municipal Manager and Heads of Departments to ensure that transport on the Municipality is not abused;
- (n) To institute in consultation with Heads of Departments and Personnel department or responsible Division of Municipal disciplinary action against drivers and employees of the Municipality who contravene this Policy or any instruction issued by the Municipal Manager and any Head of the department in terms of this Policy or who contravene any road traffic legislation or in any manner that causes or contribute to the loss or damage to transport owned by the Municipality or under the control of the



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Municipality that in any manner abuse the transport facilities of the Municipality.

- (o) To recommend, through the Municipal Manager, that disciplinary action be taken against who contravene the provision of the policy.
- (p) To submit through the Municipality Manager such statistical and other report as may required either for the Municipality or Departmental purpose on the utilization and allocation of transport or any other matter associated with transport.
- (q) To manage the Municipal Vehicle Storage Depot.

6. OPERATIONAL CONTROLS

WHO MAY DRIVE A MUNICIPAL VEHICLE?

A Municipal vehicle may only be driven by a Municipal Employee with the requisite trip authority which must be issued and signed by Head of Department or an official designated by the Municipal Manager.

The aforesaid trip authority must relate to a trip necessary for the performance of a line function of a Department or in furtherance of the lawful aims and or objectives of the Municipality;

The authorization of the Fleet Management Officer shall be recorded in writing:

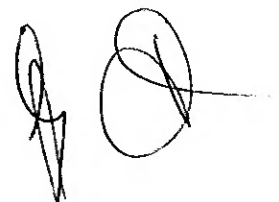
Any legible person who's an employee in the employ of Kannaland Municipality, who has a valid driver's license may drive the municipal vehicle in case of an emergency. The Fleet Management Officer in consultation with the Municipal Manager should be informed of such an emergency.

VEHICLES SHALL ONLY BE USED FOR OFFICIAL PURPOSES.

6.1.1. VEHICLES

6.1.1.1 Only an employee of the Municipality may drive a Municipal vehicle only for purposes connected with his or her official duties.

6.1.1.2 A councilor shall not use a municipal vehicle for the performance of his/ duties as a councilor as Councilors are in receipt of traveling allowances and are required to make their own transport arrangements.



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6.1.1.3 The driver of a Municipal vehicle must have a unendorsed driver's license and this license must be checked for validity by the Municipal Fleet Officer on a six months basis.

6.1.1.4 The Municipal Fleet Officer shall keep a register for employees to drive Municipal vehicles.

DRIVERS

Only employees of the Municipality and the person performing duties associated with the activities of the Municipality may be conveyed in a vehicle of the Council and then subject to the express consent of the Head of Department and upon such conditions as he/she may determine. Such approval shall be endorsed on the trip authority.

The conveyance of casual or unauthorized passengers in a vehicle of the Municipality is not permitted under any circumstances.

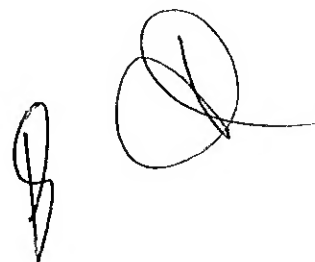
Family members of employees of the Municipality may be conveyed in official transport only with the prior written approval of the Municipal manager and upon such terms and conditions as he/she may determine and subject to such family members indemnifying the Municipality against death, injury, loss or damages they may sustain as a result of their conveyance in terms of this paragraph.

AUTHORITY TO USE A VEHICLE

No Municipality transport shall be moved from a depot without the driver being in possession of a duly authorized trip authority;

If a vehicle is moved from a depot because of an emergency, then the driver thereof must obtain a trip authority within 24 hours of such movement. This process may only to be used in a case of extreme emergency and the Head of Department must be satisfied that the Head of Department grants such a trip authority shall be endorsed on the authority.

If a vehicle is allocated to an employee who is not based at an office of the Municipality or in closely proximity to a municipal depot i.e. an employee who operates from home, then a trip authority must be issued against a weekly work plan approved by the Head of Department. Trip authorities must not be issued for longer than one week.

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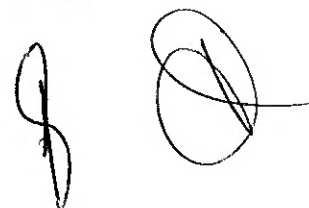
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6.2 ISSUING OF VEHICLES

- 6.2.1 All vehicles must be issued on the day of travel unless prior to park the vehicle at the home of the driver has been obtained. Report to the Municipal and Fleet Officer or any other HOD with consultation of HOD if not available.
- 6.2.2 The original of the trip authority must be carried in the vehicle and a copy thereof shall be retained by the Municipal Fleet Officer for accounting and reporting purposes.
- 6.2.3 The Municipal Fleet Officer will issue a vehicle to an authorized driver after complying with the following procedures:
 - 6.2.3.1 The Municipal Fleet Officer will issue a vehicle issue form and record therein the condition of the vehicle, the quantity of fuel in the tank, log book availability, petrol card number and items of equipment in the vehicles.
 - 6.2.3.2 The driver will sign the vehicle issue form in the presence of the Municipal Fleet Officer.
 - 6.2.3.3 The driver, by signing the vehicle issue form, certifies thereby that the details contained therein are correct and that he/she assumes the responsibility for the vehicle and the issue items of equipment thereon.
 - 6.2.3.4 The vehicle issue form part of the trip authority.
 - 6.2.3.5 The Municipal Fleet Officer will take a receipt of a returned vehicle shall endorse on the vehicle issue form mileage traveled by the driver and condition of the vehicle

PARKING OF A MUNICIPAL VEHICLE

- 7.1 Under normal circumstances vehicles must be parked at the Municipal vehicle depot.
- 7.2 The Fleet Officer must allocate an approved parking place for each vehicle.
- 7.3 Whenever and wherever the vehicle is parked, the driver must lock or use a steering or gear lock or active any anti-theft device on the vehicle.

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7.4 The driver of the Municipal vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

7.5 Permission may be granted for a vehicle to be parked at home of an employee subject to the conditions.

A vehicle may be parked at home of a driver if:

7.6.1 the location has been reviewed by the Municipal Fleet Officer and security is considered safe and adequate e.g. there is a garage or lockable gates, and

7.6.2 The employee will be leaving early in the morning or returning late at night. The actual times applicable for purposes of this clause will be the time when public transport starts/ stops and or the sun rises.

7.6.3 In the opinion of the Municipal Manager, the personal security of an employee necessitates such employee to park the allocated vehicle at his/her home.

7.6.4 The home of the employee is at a place between the municipal vehicle depot and the end point of the trip such that it is not economical for an employee to return the allocated vehicle to a municipal vehicle depot and collect it the following day.

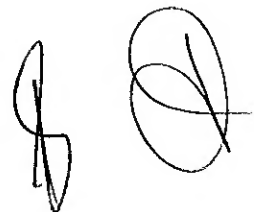
If the employee works from home:

7.6.5 The employee is on call and there is no means by which he/she can be transported in official transport in the event of a call out or in the event of the provision of official transport proving in such circumstances not to be cost effective.

7.7 SPECIAL CONDITIONS PERTAINING TO VEHICLES PARKED AT THE HOME OF EMPLOYEES:

7.7.1 Whilst the vehicle is parked at the home of an employee, it may not be used for any non-work or private purposes.

7.7.2 If an emergency arises whilst a vehicle is parked at the home of an employee necessitating the use of vehicles, then a signed trip authority for the movement of such vehicles must be obtained within 24 hours of the journey.



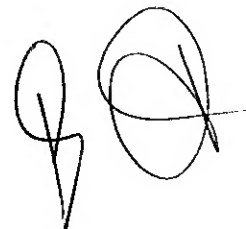
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- 7.7.3 The private use of a vehicle while parked at the home of an employee will lead to withdrawal of the privilege and possible disciplinary action against the officer concerned.
- 7.7.4. Upon acceptance of this policy by the Council all previously agreed rights granted to employees to park vehicles at their homes are withdrawn and they must reapply for such permission in terms of this policy.
- 7.7.4 Applications will be directed to the fleet officer who will pass it to the municipal Manager and relevant steps will be followed until it reaches the Council for resolution.

LOG BOOK, PETROL CARDS, VEHICLE KEYS, AND EQUIPMENT:

- 8.1 The Municipal Fleet Officer will ensure that every vehicle is provided with a log book for the recording of mileage and other information concerning a trip in the vehicle in which such log book relates. Log Book shall be suitably endorsed with the name of the Council and the vehicle description and the registration number to which it relates.
- 8.2 The driver takes the responsibility of the log book, keys and petrol cards once the vehicle has been accepted and signed for as being received and until it has been received back in by the Municipal Fleet Officer. At the end of trip.
- 8.3. All vehicles keys should be kept in a locked cabinet in the transport office when a vehicle has not been issued. A spare set of all keys should be kept in a theft and fire proof office safe.
- 8.4 The petrol card is to be treated as cash and the driver will be held responsible for transactions that take place on it whilst it is in his/her possession.
- 8.5 All fuel receipts must be kept and made available upon request to the Municipal Fleet Manager.
- 8.6 It is the responsibility of the driver to complete the vehicle log book legibly and accurately.
- 8.7 Loose vehicle equipment e.g. the spare wheel, toolkit and Jack will be checked at the time of issuing of the vehicle to the driver and it is the responsibility of the driver to safeguard such equipment until the driver is returned to the Municipal Fleet Officer. The driver will be required to replace any items that have been lost whilst the vehicle is under his/her control.

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9 MANAGEMENT SYSTEMS:

- 9.1 The following key performance indicators must be kept for each vehicle:
- Kilometers traveled
 - Fuel utilization
 - Total maintenance costs
 - Running cost per kilometer
 - Performance
- 9.2 These key indicators are to be calculated on the fleet monthly summary form. Efficient management of transport is dependent on good quality information at the planning stage. Transport users should supply the Municipal fleet officer every Friday, on or before outline plan of their vehicle requirements for the next week. The Municipal Fleet Officer must then make plan for the week, identify problem areas and make suitable recommendations for consideration by the Municipal Manager in order to address the problems.

10 REPAIRS TO VEHICLES

- 10.1 It shall be the responsibility of the driver to report any mechanical or other defects to the Municipal Fleet Officer when a vehicle is returned to him/her at the end of a trip.
- 10.2 While a vehicle is under warranty of the Manufacturer only dealers approved by the manufacturer will be used for the repair of a vehicle. All warranty work must be claimed from dealers.
- 10.3 The Municipal Fleet Officer must make arrangements with the Municipal Garage/ or privately owned garages where no municipal garage exist or where a municipal garage cannot repair a vehicle for regular repairs.
- 10.4 Before a vehicle is repaired by a privately owned garage, the Municipal Fleet officer shall obtain three quotations for the work required. This requirement may be waived where there is only one privately owned garage in town. Upon receipt of quotations, the Municipal Fleet Officer shall liaise with the Financial Officer of the Council to determine whether the funds are available to cover the costs of the repairs. Should funds be available, then an official order shall be issued for the work to be carried out at the most favorable quotations.
- 10.5 The Municipal Fleet Officer shall retain copies of the job cards and invoices issued in respect of vehicles maintained or repaired so that maintenance and repairs on vehicles may be monitored at regular intervals. Repairs and maintenance costs also should be reported quarterly to the Council in any

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report which the Municipal Fleet Officer may prepare for consideration by the Municipal Manager or Council.

11 VEHICLE REPLACEMENT

11.1 The Municipal Fleet Officer shall be responsible for the identification vehicles requiring replacement according in compliance with Supply Chain Management.

11.2 If a vehicle is considered to be beyond economic repair before its expected replacement date, all supporting information should be sent to the Municipal Manger for submission by way of report to the Council for consideration.

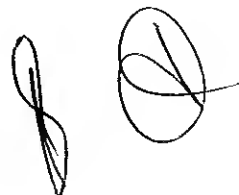
11.3 In determining whether or not a vehicle should be replaced, the Municipal Fleet Officer shall take the following guidelines into account:

11.3.1 Both time and distance are often used to determine the need to replace vehicles, but the most accurate factor to be used is vehicle cost. There are two elements for vehicle cost namely the capital purchase of the vehicle and the running cost per kilometer. The best time to replace a vehicle is at the point at which the cost per kilometer is at the lowest.

11.3.2 The best simplest method to allocate capital cost is to split the cost of replacing the vehicle over the number of kilometers traveled. Conversely the running cost per kilometer will increase as more kilometers are traveled and more complex maintenance is required. It is possible to set an average of life span of a vehicle by using the management information to determine the point at which the cost per kilometer is at the lowest.

11.3.3 The vehicle should be replaced if the running cost per kilometer of the old vehicle is higher than the full cost per kilometer of the new vehicle.

11.3.4 Running cost per kilometer of the old vehicle is calculated by adding fuel cost per kilometer and the maintenance cost per kilometer. These will be both available from the vehicle's file and the monthly fleet report form and should be averaged over a three to six months period. The overall cost per kilometer of a new vehicle can be calculated by taking the capital cost per kilometer and adding this to the expected running cost per kilometer. The expected life of the vehicle can be estimated using management data for vehicle of given type and the expected running cost can also be taken from current data for vehicles of this type.

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12. REPLACEMENT REQUESTS

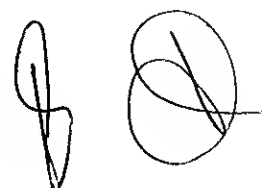
- 12.1 The Council shall annually budget for the replacement of vehicles.
- 12.2 Requests for new or replacement vehicles should be submitted by the Municipal Fleet Officer to the Chief Financial Officer not later than the 30th November of each year. The Chief Financial Officer should be provided with full details pertaining the need to replace a vehicle including the running cost per kilometer of the current vehicle, utilization, availability and needs satisfaction indicators for fleet as a whole.
- 12.3 The service delivery targets that any vehicle is expected to support should be highlighted.

13. FUEL MANAGEMENT

- 13.1 The Municipal Fleet Officer will be responsible for the purchase of the fuel and oil requirements of the Council and the recording, allocation and control over such requirements.
- 13.2 Fuels and oils shall be purchased in accordance with the normal procurement procedures of the Council.
- 13.3 Only sufficient fuels and oils to meet the short term requirements of the Council shall be purchased at a given time.
- 13.4 The Municipal Fleet Officer must ensure that fuel and oil supplies received are accurate in accordance with official order instructions.
- 13.5 Fuel and oil may only be issued to drivers of official vehicles and an accurate record of all supplies shall be maintained and recorded in the fleet management report.
- 13.6. A fuels purchases and issue register shall also be maintained on a daily basis and the amount of fuel in tanks shall be checked against the balance in the fuel register on a weekly basis. Any discrepancy shall immediately be reported to the Chief Financial Officer of the Council.

14. MARKING OF VEHICLES

The Municipal Fleet Officer shall ensure that all vehicles belonging to or under the control of the Council are properly marked and identifiable as vehicles of the Council.



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15. ACCIDENT REPORTING

In the event of an accident involving a municipal vehicle, the following procedures must be followed by the driver:

The driver shall obtain :

- i. The full name of the driver of the other vehicle
- ii. The address of the driver of the other vehicle
- iii. The telephone number of the driver of the other vehicle
- iv. The place of employment and telephone number of employer
- v. The registration number of the other vehicle
- vi. Names, addresses and telephone numbers of witnesses, if any
- vii. Location details of the accident scene(street, suburb, town)

The driver must report the accident to the nearest office of the SAPS immediately and a C.R number must be obtained, unless the driver is unable to report due to death or otherwise.

The driver must furthermore report the accident to Municipal Fleet Officer within a period of 24 hours from time of the accident and complete the prescribed accident report.

The Municipal Fleet Officer shall be responsible for the completion of all insurance claim forms, accident reports and the processing and monitoring of insurance claims.

Under no circumstances may a driver of a municipal vehicle involved in an accident admit responsibility for the accident or sign acknowledgement in this regard.

Under no circumstances may the driver of a municipal vehicle authorize repairs to the other vehicle of the other party involved in accidents with municipal vehicle.

The driver involved in an accident should contact the Fleet Management Officer and Municipal Manager for towing of the vehicle.

Commission of enquiry to be established to investigate on issue of paying back damages.

16. THEFT OF VEHICLES / HI JACKING

- In the event of municipal vehicle, the driver is required to notify the South African police Services and Municipal Fleet Officer immediately or whenever possible;



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- The driver shall also be responsible for obtaining a C.R. reference number from SAPS which will be conveyed to the Municipal Fleet Officer for insurance purposes.
- The driver of a municipal vehicle is not entitled to compensate from the Council in respect of personal property stolen from or conveyed in a Municipal vehicle and shall bear the sole responsibility for such loss.
- All monies received by the Council as a result of an insurance claim shall be paid into Revenue Fund of the Council and may not be used to purchase replacement vehicles unless the Council directs otherwise and after obtaining all approvals to insure such expenditure.

17. TRAFFIC OFFENCES

- The driver of the vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributed to his/her negligence.

18. PROHIBITED ACTS

No employee of the Council not in possession of a valid driver's license of the required code shall drive or be permitted to drive a Municipal vehicle.

No employee shall drive or be permitted to drive an unlicensed vehicle of the Council.

No employee shall drive a municipal vehicle under the influence of liquor. or drugs.

No employee shall be permitted to convey or transport the goods/ property of other persons whether for reward in a municipal vehicle.

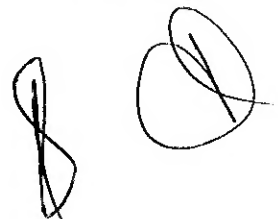
No employee shall be entitled to use fuel or oils supplies of the Council in his/ her private vehicle or any other person's.

19. VIOLATION OF TRANSPORT POLICY

A violation of this policy may lead to disciplinary action being instituted against an employee of the Council.

An employee found guilty of violating this policy may also be suspended from using a Municipal vehicle.

Members of the South Africa Police Services or Traffic Officers or law enforcement officers of the Council are hereby authorized to apprehend and



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charge employees of the Council who contravene the contents of this policy in cases such as contravention amounts to a criminal offence and in particular theft, fraud, misuse of vehicle include negligent driving.

20. REPORTS BY MUNICIPAL FLEET OFFICER

The Municipal Fleet Officer shall, on a monthly basis provide the Municipal Manager with written report containing details of:

- The vehicles in the ownership or control of the Council
- Vehicle allocated to various departments of the Council
- The mileage traveled by each vehicle during the previous month.
- The fuel consumption of the vehicles used during the month and the cost of such fuel.
- The cost of repairs and maintenance to vehicles which cost shall be itemized per vehicle.
- Accident involving municipal vehicles
- Incidents of theft involving municipal vehicles
- Problems associated with provision of official transport by the Council
- Disciplinary actions taken against employees in respect of a contravention of this policy.


The Municipal Fleet Officer shall on a monthly basis provide the Chief Financial Officer with a return containing the details of the trips undertaken by employees in municipal vehicles allocated to departments of Council, the mileage traveled, the cost involvement and the purpose of the journey.

The Chief Financial Officer, on basis of information provided by the Fleet Officer charge the various expenditure votes of the Council with the transportation charges by the department of the Council.

Unless otherwise stated by the Council, charges allocated to the departments shall be Department of Transport rates.

CONCLUSION

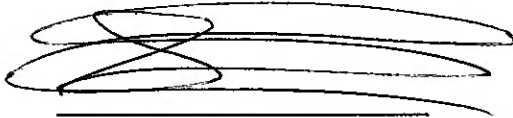
- Please ensure that all concerned employees are informed about this policy and contents thereof as violation may lead to disciplinary action against an employee and suspension of municipal vehicle.
- The Municipal Manager, Heads of Departments, Municipal official and middle management, members of the SAPS have a right to ask for trip authority at any time, anywhere they see municipal vehicle and submit a report to the Fleet Officer

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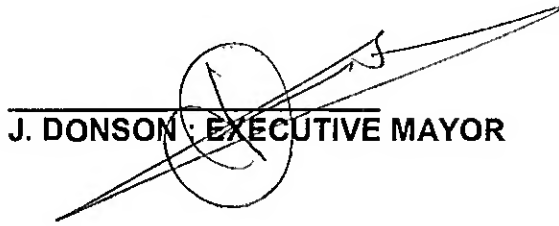
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Approved : MAYCO 07/05/14 dated 28 May 2014



M.M. HOOGBAARD : MUNICIPAL MANAGER


J. DONSON : EXECUTIVE MAYOR